



**City of Asheville
Bele Chere Festival
July 22 – 25, 2010**

Request for Proposal: Security

The City of Asheville is requesting bid proposals for the services described on the attached page. Minimum requirements are as identified.

Bids will be evaluated by price, ability to provide services requested, past performance as a supplier to the City of Asheville (if applicable), and the ability to furnish references for past contracts fulfilled of a similar scope and size.

Before submitting a proposal, each bidder is encouraged to make all investigations and examinations necessary to ascertain on site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Asheville upon which the bidder will rely. If the bidder receives a contract as a result of its proposal, failure to have made such investigations and examinations will in no way relieve the bidder from its obligations to comply in every detail with all provisions and requirements of the contract documents nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

The City of Asheville has adopted a Minority Business Plan to encourage participation by minority businesses in the award of contracts. Bidders are hereby notified that this bid is subject to the provisions of that Plan to outreach to minority businesses for this project. Bidders should provide a written statement of their intentions to perform minority business outreach with or without subcontracting and if they will be subcontracting, what are the bidder's good faith efforts in response to this RFP. Questions regarding the Minority Business Plan may be directed to the Coordinator of the Minority Business Program, in person at 70 Court Plaza on the 5th Floor, Asheville, NC 28801 or by phone at (828) 232-4566 or by email at minoritybusiness@ashevillenc.gov or find information on the website at www.ashevillenc.gov/mbp.

You can access two sources for certified minority firms at www.ips.state.nc.us/ips/vendor/searchvendor.aspx?t=h or www.doa.nc.gov/hub to search for vendors. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

All bids must be received by **Friday, May 21, 2010 by 5:00 p.m.** Bids must be mailed, emailed or faxed to:

City of Asheville
Parks, Recreation & Cultural Arts
Bele Chere Festival – Kristin Pérez
PO Box 7148
Asheville NC 28802
Fax: (828) 259-5606
kperez@ashevillenc.gov

If you have any questions, contact Kristin Pérez at (828) 259-5773 or kperez@ashevillenc.gov



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Base your bid on staffing for all of the areas and times listed in each job. One supervisor must be on-site at all times to coordinate with festival staff. The bid is broken up into 2 different sections. Feel free to bid on any or all jobs.

Please note that some hours may be subject to change. Bid contingent upon three positive references of a similar event. Security officers must not be armed. Please note that in addition to providing the services below that staff may need to aid in the light set-up activities related to their areas of service.

Job #1- Barricades, patrol & parking lot

<u>Position</u>	<u>Description</u>	<u># of Personnel</u>	<u>Days</u>	<u>Hours of Coverage</u>
Barricade	Actively prevent access by non-authorized vehicles.	25	Th. Fri. Sat. Sun.	5 PM to 12 AM 8 AM to 12 AM 8 AM to 12 AM 10 AM to 8 PM
VIP	Limit access to VIP area and prevent the removal of alcoholic beverages.	1	Fri. Sat. Sun.	3 PM to 8 PM 10 AM to 8 PM 10 AM to 4 PM
Overnight	Patrol various areas of festival grounds to prevent vandalism and theft.	10	Th. Fri. Sat.	12 AM to 8 AM 12 AM to 8 AM 12 AM to 10 AM
Food Security	Patrol Pritchard Park food court to prevent vandalism and theft.	1	Thurs.- Sun.	Begin 8 PM (24 hours) until 8 PM Sunday
Civic Center	Concourse Level: General Security	1	Thurs Fri Sat Sun	5 PM to 8:30 PM 12PM to 8:30 PM 10 to 8:30 PM 10 to 6:30 PM
Civic Center	Exhibition Level- Guard door: nothing goes out to people without a pass and people don't go in without a pass	1	Thurs Fri Sat Sun	12 PM to 12 AM 8 AM to 12 AM 8 AM to 12 AM 10 AM to 8 PM

Job #2- Stages

<u>Position</u>	<u>Description</u>	<u># of Personnel</u>	<u>Days</u>	<u>Hours of Coverage</u>
Front of Stage	Guard front of stage area.	Biltmore – 2 people Coxe – 2 people Battery-2 people	Fri. Sat.	7 PM to 10 PM 7 PM to 10 PM
Backstage – day	Prevent unauthorized access to the backstage area.	4 (1 per stage) Biltmore, Coxe, Battery, Haywood	Fri. Sat. Sun.	4 PM to 11 PM 11 AM to 11 PM 11 AM to 7 PM
Backstage – evening	Prevent unauthorized access to the backstage area.	3 (1 per stage) Biltmore, Coxe, Battery	Fri. Sat.	5 PM to 11 PM 5 PM to 11 PM
Overnight Stage	Secure stage and sound equipment from theft and vandalism.	4 (1 per stage) Biltmore, Coxe, Battery, Haywood	Th. Fri. Sat.	10:00 PM to 4 PM 11:00 PM to 11 AM 11:00 PM to 11 AM



Bele Chere 2010 Security Bid

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

Total Bid for Job 1: _____

Total Bid for Job 2: _____

Please list three references of service at like events.

<u>Contact Name</u>	<u>Contact Phone</u>	<u>Event/Festival</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Print Name: _____

Signature: _____

Date: _____